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MASSACHUSETTS HIGH SCHOOL EQUIVALENCY PROGRAM

POLICIES & PROCEDURES

GED EXAMINER'S MANUAL

JANUARY 1995

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The Commonwealth of Massachusetts
Department of Education

350 Main Street, Malden, Massachusetts 02148-5023 • (617) 388-3300

Robert V. Antonucci
Commissioner

January 1995

Dear Colleague:

This year we are taking a major step in recognizing that the General Equivalency Diploma (GED) testing process is a valuable resource to the citizens of the Commonwealth. In July of 1994, I approved changes to the Policies and Procedures for the Massachusetts High School Equivalency Program (GED). These changes will permit the GED Program in the Commonwealth to mirror the programs that exist in many other states that offer the GED Test as an option to those individuals who have not received their high school diploma. Preliminary notifications recommending the changes were distributed to GED Test Centers by Frank Shea, GED State Administrator for Massachusetts, and to Adult Education programs through Bob Bickerton, Administrator for Adult Education. These changes also recognize the fact that most of the GED Test Centers in the Commonwealth offer a viable option to the regular high school diploma for these students.

The following is a summary of the major changes to the current Policies and Procedures for the Massachusetts High School Equivalency Program. **These changes are effective on July 1, 1994.**

- ***General Changes:***

  Changes have been made throughout the document which are mainly technical. These changes were made to ensure that the language contained in the policies and procedures reflects the latest reorganization of the Massachusetts Department of Education. For example: the term "Bureau of Adult Education" has been replaced by the terms "GED Processing Unit" or the "Office of Certification and Credentialing," whichever is more appropriate. Addresses, telephone numbers, transportation sites (satellites) and the names of Chief Examiners at the various test centers have been changed as appropriate. In addition, Massachusetts test centers have not received an increase in fees since September, 1990.

- ***Section by Section Analyses:***

  Section I: (Overview), **Section II:** (Eligibility), **Section VII:** (Record Keeping Requirements), and **Section VIII:** (Monitoring): There are no major changes to these sections.

  Section III: **Registration and Processing Procedures**

  The term "sufficient documentation" has been defined, and illustrations of what constitutes sufficient documentation have been added in part (1)(A) along with a new GED ID Form in the appendices for those applicants who are unable to secure other forms of positive identification (picture ID's). A procedure has been added to enable a candidate, under the age of 19, who is unable to obtain a letter of withdrawal from his/her last school of attendance to petition the GED State Administrator for a waiver of this requirement in part (1)(b).

Section IV: **Fees**

In recognition of the increases in operating costs at the GED test centers over the past four years, the fee for the test has been increased from $30.00 to $40.00 in part (IV)(A). The fee for each retest has been increased from $5.00 to $7.00 in part (IV)(B). The fee to reschedule a test for "no-shows" has been increased from $5.00 to $7.00 in part (IV)(C).
A new section has been added which clearly defines the requirements that each test center must comply with, under the ADA and the provisions of GED Testing

Service and Massachusetts Board of Education Policies, when GED candidates who have documented disabilities request that reasonable accommodations be made for them in part (IV)(F).

Section V: **Retest Policy**

This section has been changed to require each candidate to complete the full battery of tests prior to retesting and to retest in any area that the candidate failed to achieve a minimum score of 35 prior to retesting in any other area in part (V)(A).

Section VI: **Requirements for Issuance of the Massachusetts High School Equivalency Diploma.**

Language has been added establishing a focus group to review the minimum requirements for receipt of the Massachusettts High School Diploma and to make appropriate recommendations to me early next spring.

Section IX: **Establishing GED Testing Centers**

Language appearing in the GED Examiner's Manual that clearly defines the type of site that may be approved as a GED Test Center has been added to the Department's Policies and Procedures.

Sincerely,

Robert V. Antonucci

Robert V. Antonucci
Commissioner of Education

Massachusetts High School Equivalency Program
Policies and Procedures

Massachusetts Supplement to the GED Examiner's Manual

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Massachusetts High School Equivalency Program
Policies and Procedures

Massachusetts Supplement to the GED Examiner's Manual

PREFACE

This supplement to the American Council on Education's General Educational Development Testing Service (GEDTS) GED Examiner's Manual is compiled by the Massachusetts Department of Education. It has been developed to assist GED examiners, adult learning center staff, and other school personnel to understand and follow the policies and procedures established for our state's High School Equivalency Program. The policies and procedures outlined in this manual are those in effect as of July 1, 1994, including any forms and procedures appended to this supplement. Massachusetts High School Equivalency Program Policies and Procedures focus on aspects of GED testing and credentialing specific to our state and does not attempt to cover all policies and procedures involved. The comprehensive and authoritative documentation of those aspects of the program that apply nationally is found in the American Council on Education's GEDTS GED Examiner's Manual. No part of this state supplement shall be construed to conflict with any provisions of the GED Examiner's Manual.

This state supplement is available in either bound or 3-hole punch editions. The latter is provided for GED Chief Examiners who may then add it to their "GED Examiner's Manual" binder. The state supplement will be updated as policies, procedures, and/or forms are amended or changed. Please refer to the date at the bottom of this page to determine which edition of the state supplement you are referencing.

July 1, 1994

MASSACHUSETTS HIGH SCHOOL EQUIVALENCY PROGRAM: OVERVIEW

The Massachusetts Board of Education has awarded the Massachusetts High School Equivalency Certificate since November, 1945. From 1945 to 1967, attaining an equivalency certificate was a multi-step process which combined GED test scores, prior education, work experience, service credits, and a minimum of four(4) prescribed academic courses in an evaluative process leading to the award of an academic certificate. In 1967, consistent with national policy, the Board of Education voted to award the certificate solely on the basis of satisfactory GED test scores. In 1990, in acknowledgement of the significant accomplishment of those qualifying for the credential, the certificate was renamed the Massachusetts High School Equivalency Diploma.

The GED tests are designed to serve as a viable alternative to the completion of a regular high school program. The five tests of the GED battery, which cover reading comprehension, writing, social studies, science, and mathematics, are norm referenced; hence, they do not measure specific, academic classroom learning. The battery does measure competence in the use and understanding of general knowledge in each of these areas. The GED tests do not purport to take the place of a regular high school education rather they measure the comparative educational maturity of an individual.

Successful GED candidates must demonstrate a higher level of proficiency on the skills tested than 25% of graduating high school seniors. Extensive GED norming studies are conducted annually by selecting high school seniors throughout the nation who are about to receive their diplomas. These studies reveal the need for adjustments in the standard score scales so that they continue to represent the levels of achievement of recent high school graduates. Scaling is calculated such that 25% of graduating seniors do not meet the national score which is set at 35.

The GED tests were not designed for and are generally inappropriate for the purpose of grade placement or promotion, as measures of student progress in instructional programs, as a means of awarding academic credit, or as a means for awarding alternative credentials to currently enrolled high school students. Therefore, both national and state policies prohibit the use of the GED examinations for these purposes. Special permission to test at-risk youth enrolled in high school must be sought from the GEDTS. To date, permission has been sought and granted to only three states. Massachusetts has not sought permission to test at-risk youth enrolled in high school.

Massachusetts, as of this writing, has 34 GED Test Centers (many with one or more "satellite" testing sites) that test approximately 16,000 people a year. On average, between 9,500 and 11,000 High School Equivalency Diplomas are awarded annually. This represents almost 20% of all secondary credentials awarded across the Commonwealth each year. The Massachusetts High School Equivalency Diploma generally satisfies high school completion requirements for college admission, business, industry, state and civil service employment, state licensing requirements, and certain military services enlistments.

II ELIGIBILITY

A. 1) Applicants must **not** be currently enrolled in a K-12 program leading to a high school diploma and must be at least sixteen (16) years of age.

2) "Adjudicated youth" may be tested on the order of the court even if they are still enrolled in school.

B. 1) Applicants who are current Massachusetts residents and non-residents whose last secondary education was in Massachusetts are considered eligible candidates for the state's High School Equivalency Diploma.

2) Applicant's who live out of state may also register to be tested. (In each case, if the applicant's last school attended was **not** in Massachusetts, the score report is sent by the Chief Examiner to the State GED Administrator in the examinee's state of residence who determines eligibility for that state's high school equivalency credential.)

C. Persons who have the equivalent of a U.S. High School Diploma from another country may not be tested unless that credential has been specifically rejected by an administrator, personnel, or other credentialing office. (For further clarification please see section 5.1-4 of the GEDTS Examiner's Manual.)

III REGISTRATION AND PROCESSING PROCEDURES

A. 1) (a) Applicants meeting the eligibility requirements listed above (section II) must present sufficient documentation to verify their eligibility for testing (including residency and date of birth). Identity and age must be verified using photographic identification as specified in section 5.1-7 of the GED Examiner's Manual as most recently amended. Driver's license, passports, military and school identification cards, and identification cards provided by the Registry of Motor Vehicles to non-drivers are acceptable forms of identification. If an applicant is unable to produce photographic identification, he/she must produce two pieces of identification clearly indicating the applicant's name, address, and signature (one of which has been delivered by the United States Postal Service). One of these pieces of identification must include a written physical description of the applicant, [Refer to Appendix 7]. Other identification may be a copy of his/her birth or baptismal certificate, social security card, or a letter from a principal, guidance counselor, religious leader, social worker, or another independent person acceptable to the Chief Examiner of the test center identifying the examinee. A form verifying eligibility must be filled out [refer to the GEDTS Examiner's Manual]. Exceptions to this process may be made only with the written permission of the GED State Administrator or his/her designee.

(b) If the applicant is under the age of 19, a letter from the last school attended must be provided stating that he/she has officially withdrawn. ***If a school refuses to provide such a letter or the applicant is unable to obtain a letter for other reasons, the applicant may petition the GED State Administrator or his/her designee for a waiver to this requirement.***

(c) If the applicant is under the age of 22, a signed disclosure form must be obtained and filed by the testing center. [Refer to Appendix 6]

2) The application and testing fees must be paid at this time and the state approved application form must be filled out. Military personnel must use the approved military form [included in Appendix 4].

3) The Massachusetts testing program requires that confidentiality be maintained for all applicants, examinees and qualifying individuals.

NO information regarding any applicant may be provided to any non-Massachusetts High School Equivalency or GED personnel without a waiver containing a verifiable original signature. [Refer to Appendix 3 for a sample waiver form.]

B. The state application form with the application fee (if applicable) is sent to the Massachusetts High School Equivalency Unit to be approved. Registers are sent to the High School Equivalency Unit for processing prior to testing of applicants. There are two categories of registers for indicating state applicants :

1) $5.00 state application fee. These registers should come in with one check to cover the total number of names on the register.

2) No state application fee. Applicants who are clients of state agencies are not required to pay the state application fee. Appropriately signed affidavits must be attached to these registers indicating which state agency (e.g., Department of Corrections, Department of Public Welfare, etc.) pre-registered by the Department of Education has sponsored the eligible applicant(s).

[The list of agencies approved for waiver of the application fee by DOE can be found in Appendix 5. This list will be updated and forwarded to GED testing centers as new agencies are approved.]

C. 1) The application will be sent back to the chief examiner by the High School Equivalency Unit to be held until the candidate has successfully completed the battery of tests.

2) Massachusetts residents will be afforded preference with regard to selection of dates and times for testing. Non-residents shall be afforded the opportunity to register and take the GED tests within a reasonable period of time.

3) The chief examiner records the passing scores on the application form, signs and dates the form, and submits it to the High School Equivalency Unit with any other information that is necessary for processing of the High School Equivalency Diploma.

*The chief examiner should take care to see that **ALL** the scores are, in fact, passing and complete, and that all information is legibly recorded on the application.*

D. The High School Equivalency Unit verifies that all criteria to issue the Massachusetts High School Equivalency Diploma have been met and mails the diploma directly to successful candidates as soon as processing is completed.

E. Once the diploma has been issued, the center copy of the application form will be returned to the test center with the date issued recorded on it. The application form becomes part of the permanent records of the test center. The GED office copy of the application is kept by the High School Equivalency Unit.

F. Applicants wishing test scores to be released to a learning center or any agency must sign a waiver [refer to Appendix 3 for a sample].

IV FEES

GED testing centers are self-supporting, generally through fees collected from those registering for the examination. The Massachusetts Board of Education establishes a maximum fee schedule which shall not be exceeded by any Massachusetts testing center. The following ***maximum*** fee schedule was approved by the Commissioner of Education in order to enable participating GED testing centers to meet their operational costs:

A. $40.00 payable at the time of registration.

This fee includes:

1) $35.00 for the full battery of five tests (which is retained by the testing center) and
2) $5.00 for the state application fee for processing applications and issuing diplomas This fee is forwarded to the Department of Education for deposit in the Commonwealth's General Fund).

B. $7.00 for each retest.

C. $7.00 to reschedule a test for "no-shows."

D. $5.00 per duplicate transcript or certificate.

E. Replacement and other reasonable costs as determined by the test center for any stolen or destroyed test materials not to exceed the actual liability incurred by the testing center.

F. Each Test Center and satellite site is required by the Americans with Disabilities Act {ADA}, the GED Testing Service, and Massachusetts Policy to be accessible to individuals with disabilities as defined by the ADA. Special accommodations as defined in section 7 of the GEDTS Examiners Manual must be made for any qualified applicant who requests such accommodations. No additional fee may be charged to the applicant. State agencies, community based organizations, and other such agencies may be charged an administrative fee by test centers if these agencies and organizations request that special accommodations be made for their clients. Test centers in a geographically proximate area may form consortia to test individuals with significant handicaps so as to ensure that the full range of accommodations is available in a given area. These consortia must receive written approval from the GED State Administrator who will ensure that the full range of accommodations is available.

V RETEST POLICY

A. Retest(s) may be taken at any time, provided that different forms are used. The availability of these forms may be limited at individual test centers. As of this writing, the following forms are available in Massachusetts from GEDTS:

1) English (3 forms)
2) Spanish (2 forms)
3) French (2 forms)
4) English Large Print (2 forms)
5) Braille (1 form)
6) English Audio Cassette (1 form)

B. Test and preparation centers should advise examinees who have not met the score criteria for issuance of the equivalency diploma of their options for preparation prior to testing/retesting. Within the limits imposed by the availability of suitable forms and test dates, the decision regarding when to retest shall be made by the *candidate*.

The following advisory for adequate preparation time prior to retesting is recommended by the GED Advisory Committee:

1) An applicant scoring between 221 and 224 may retest at any time.

2) An applicant scoring between 200 and 220 should wait (and prepare) for about ten weeks prior to retesting.

3) An applicant scoring below 200 should wait (and prepare) for about six months prior to retesting.

VI REQUIREMENTS FOR ISSUANCE OF THE MASSACHUSETTS HIGH SCHOOL EQUIVALENCY DIPLOMA

A. Candidates have met the eligibility requirements detailed in section II

and

B. All documentation required under section III has been appropriately submitted

and

C. Any relevant fees detailed under section IV have been paid

and

D. The candidate has attained a standard score of not less than 35 on each of the five tests included in the GED battery

and

E. The candidate has attained an average score of 45 on all five tests and the total standard score must be equal to or exceed 225.

[NOTE: The Massachusetts Board of Education has charged the Certification and Credentialing Cluster with evaluating the potential impacts of raising the minimum passing score from 35 to 40. This evaluation will commence July 1, 1994 and will continue for a period of six months. A recommendation for or against this change in policy will be developed and submitted to the Commissioner of Education for appropriate action by April 1, 1995.]

VII RECORD KEEPING REQUIREMENTS

A. 1) GED testing centers are responsible for maintaining records for all information identified on the state application form for every registrant, examinee, and qualifying individual for a period of not less than sixty (60) years.

2) Documentation that applicants under the age of 19 have officially withdrawn from school and signed disclosure statements for applicants under the age of 22 must be retained by the testing center for not less than five years.

B. The center copy of the state applicationn form is returned to the GED testing center when the equivalency diploma is issued with the date of issuance recorded.

C. The name of the qualifying individual is printed on the Massachusetts High School Equivalency Diploma as it appears on the official application and may only be changed with the approval of the GED State Administrator. Such name changes are granted only when supported by adequate and compelling documentation.

D. The testing surveillance logs must be kept for 1 year after testing.

E. Any GED testing center that notifies the state GED Administrator that it intends to discontinue operations must make arrangements satisfactory to the GED Administrator for the continued maintenance of these records, including the timely issuance of score reports.

F. It is of great importance to conform to proper procedures in storing, transporting, and administering tests. The cost to develop each form of the tests exceeds $350,000. Once compromised, a test form is useless in that community within at least a 50 mile radius, and perhaps nationally.

According to the courts, liability for stealing a test can equal as much as the developmental cost for each form. Every Chief Examiner and Alternate should become familiar with all security provisions included in the GED Examiners Manual and follow in every instance, and with no exceptions, the procedures prescribed to secure testing materials.

VIII MONITORING

The Massachusetts GED Administrator or designee will monitor each official GED testing center:

A. To review the operation of the testing program,

B. To ensure compliance of each center with the terms of its contract with the GED Testing Service, and

C. To ensure compliance with all related state policies and regulations.

A report form will be completed for each formal monitoring visit and a copy will be provided to the chief examiner. The chief examiner may respond to any findings in writing for inclusion in the testing centers official record. [Copies of the report forms for the Official Test Center and for Transportation/Satellite sites are included in Appendix 2.]

IX ESTABLISHING GED TESTING CENTERS

A. The Massachusetts GED Administrator approves the number and location of test centers and is responsible for ensuring their proper administration consistent with policies established by the Board of Education and the national GED Testing Service. In Massachusetts, GED Test Centers may be established only at the following types of sites: local and regional high schools and postsecondary institutions approved by the Higher Education Coordinating Council. No for-profit institution which stands to benefit or has a financial interest in the success of the GED candidates can be approved as a GED Test Center. For an institution to be eligible to provide GED testing services, the conduct of the test program must be consistent with the primary educational mission of the school or institution. Testing services must be available to all eligible examinees from the local area (except military, penal, and medical facilities) at institutions operating GED Test Centers. The GED Administrator is aided in this capacity by staff of the High School Equivalency Unit and by the GED Advisory Committee.

B. An agency wishing to become a GED Testing Center must apply to the state Administrator giving reasons for the request and stating where the center will be located. It must also realize the following:

1) GED testing sites are fully self-supporting.
2) The costs involved in starting and maintaining new centers are significant.
3) There are already many (34) test centers across the state.
4) The Department of Education gives preference to proposals to establish satellite/transportation sites where needed rather than establishing entirely new testing centers.
5) New GED test centers will be recommended by the GED Administrator only where the need is adequately demonstrated and a satellite/transportation site is not a viable solution.

C. A list of current GED test centers and satellite/transportation sites is included in Appendix 2. A directory of GED testing centers which provides the address, phone number, chief examiner and contact person, registration information, and the testing schedule is available from the High School Equivalency Office.

D. Anyone wishing to establish a satellite/transportation site should contact the GED Chief Examiner(s) of the testing center(s) in that region. The chief examiner may recommend establishing such a satellite/transportation site to the GED Administrator by forwarding an appropriately completed and signed copy of GEDTS form "L-25." A site visit will then be conducted to determine the feasibility of recommending the establishment of such a site to the GED Testing Service.

E. If the State Administrator approves the request for a new test center, a Form 75 must be filled out. This document is the basis for the approval of the contract agreement. The Form 75 must be returned to the State Administrator for approval, who then forwards it to the GED Testing Service. If the GED Testing Service approves the Form 75, a contract will be executed between the GED Testing Service and the contracting agency. All centers operate under the terms of an annual contract between the GED Testing Service and the contracting agency. The policies and procedures for establishing and operating GED Testing Centers are found in section 4 of the Examiner's Manual. Form 75, the annual contract, and the order form for materials are found in the appendix to the GED Examiner's Manual.

X HIGH SCHOOL EQUIVALENCY UNIT

Please refer to Appendix 2 for a listing of the current GED testing centers and High School Equivalency Unit staff.

APPENDIX 1

GED Monitoring Report Forms

GED TEST CENTER MONITORING REPORT

MAIN SITE: _____ TEST CENTER I.D. # _____

CHIEF EXAMINER

NAME: _____

ADDRESS: _____

TEL. #: _____

ALTERNATE CHIEF EXAMINER(S):

_____

_____

_____

_____

LOCATION OF SATELLITE SITE(S):

_____

_____

_____

TESTING SCHEDULE AT THE MAIN SITE:

_____

_____

GED TESTING SCHEDULE AT THE TRANSPORTATION (SATELLITE) SITE(S):

_____

REGISTRATION

ARE ALL SITES (MAIN AND TRANSPORTATION) ACCESSIBLE TO THE HANDICAPPED?_____

ARE ALL SITES (MAIN AND TRANSPORTATION) ACCESSIBLE BY PUBLIC TRANSPORTATION?_____

ARE GED TEST APPLICATIONS COMPLETED AT THE MAIN SITE, AT THE TRANSPORTATION SITES, OR ARE THEY MAILED TO THE TEST CENTER? _____

WHAT POSITIVE IDENTIFICATION IS REQUIRED AT THE TIME THE APPLICATION IS FILED?

_____

IN THE CASE OF AN APPLICANT UNDER 19 YEARS OF AGE, IS A LETTER FROM THE LAST SCHOOL ATTENDED REQUIRED BEFORE APPLICANT IS TESTED? _____

BEFORE BEING SENT TO THE DOE FOR PROCESSING ARE APPLICATIONS CHECKED AND REVIEWED FOR COMPLETENESS, ACCURACY, AND LEGIBILITY? _____

IS THERE A WAITING LIST? _____

IF Yes:

HOW MANY ARE ON THE WAITING LIST? _____

HOW LONG DO CANDIDATES HAVE TO WAIT BEFORE TESTING? _____

_____

_____

FEES AND CHARGES

IS THE TOTAL FEE PAID AT THE TIME THE APPLICATION IS FILED AND IN ADVANCE OF TESTING?

_____

WHERE ARE RECEIPTS DEPOSITED? _____

IF DEPOSITED IN A BANK, GIVE:

NAME OF BANK: _____

ACCOUNT NAME AND NUMBER: _____

TYPE OF ACCOUNT: _____

ARE RECEIPTS GIVEN TO APPLICANTS AT TIME PAYMENT IS MADE? _____

ARE DUPLICATE RECEIPTS MAINTAINED AT THE TEST CENTER? _____

ARE GED ACCOUNTS KEPT IN A SEPARATE LEDGER? _____

DOES THE LEDGER SHOW ALL RECEIPTS/PAYMENTS MADE TO AND BY THE TEST CENTER?___

IS DOCUMENTATION (BACK-UP MATERIAL) FOR PURCHASES AND PAYMENTS KEPT ON FILE AT THE TEST CENTER? _____

HOW IS FINANCIAL ACCOUNTING AT THE SATELLITE SITES HANDLED?_____

_____

TEST SESSIONS

WHAT POSITIVE IDENTIFICATION IS THE APPLICANT REQUIRED TO MAKE ON THE DAY OF THE TEST TO INSURE THAT TESTS ARE NOT BEING TAKEN BY PROXY? _____

_____

_____

DOES THE C.E. HAVE A LIST OF CANDIDATES TO BE TESTED? _____

ARE "WALK-INS" ALLOWED? IF SO, HOW ARE THEY HANDLED? _____

_____

_____

IS A REGISTER MAINTAINED TO LOG TEST BOOKLETS IN AND OUT? _____

BY INDIVIDUAL'S NAME, BY TIME AND DATE, BY BOOKLET SERIAL NUMBER? _____

ARE INSTRUCTIONS FOR TAKING THE TEST GIVEN TO EXAMINEES? _____

WHAT PROCEDURES DO THE TEST CENTER HAVE TO INSURE THAT SPECIFIC TIME LIMITATIONS FOR THE TESTS ARE ADHERED TO? _____

DURING THE TEST SESSION ARE CONDITIONS SUCH THAT ALL EXAMINEES ARE CONSTANTLY IN VIEW OF THE PROCTOR? _____

ARE EXAMINEES PERMITTED TO LEAVE THE TESTING ROOM ONLY FOR EMERGENCY REASONS AND IN SUCH CASES, DO THEY LEAVE THE TEST BOOKLET WITH THE PROCTOR?_____

IS THE 20 TO 1 PROCTOR/APPLICANT RATIO ADHERED TO? _____

ARE PERSONAL EFFECTS, SUCH AS BOOKS AND PAPERS, PROHIBITED FROM THE ROOM? _____

ARE TESTS BOOKLETS CHECKED WHEN THEY ARE TURNED IN TO BE CERTAIN THAT PAGES HAVE NOT BEEN REMOVED, MARKED, ETC.? _____

IS THE C.E. OR A.C.E. PRESENT AT ALL TIMES DURING THE TEST? _____

IS THERE A CLOCK IN THE ROOM? _____

IS THE ATMOSPHERE IN THE ROOM CONDUCIVE TO TESTING, I.E., CLEAN, WELL-LIGHTED, WELL-VENTILATED, FREE OF VISUAL AND AUDIO DISTRACTIONS? _____

SECURITY

GIVE LOCATION AT WHICH GED TEST MATERIALS ARE STORED:

_____

_____

DESCRIBE MEASURES TAKEN TO INSURE THE SECURITY OF THE GED TEST MATERIALS (TEST BATTERIES, SCORING STENCILS, SCORED ANSWER SHEETS, SCORE REPORTS, ETC.):

_____

_____

TO WHICH TRANSPORTATION (SATELLITE) SITES, IF ANY, ARE GED TEST MATERIALS TRANSPORTED FOR TESTING? _____

_____

_____

IF GED TEST MATERIALS ARE TRANSPORTED TO SATELLITE SITES FOR TESTING, ANSWER THE FOLLOWING:

A. WHO TRANSPORTS TEST MATERIALS TO THE SATELLITE SITE?

_____

B. ARE PROVISIONS FOR TRANSPORTATION OF SECURE MATERIALS CLEARLY STATED ON THE CONTRACT?_____

C. WHAT MATERIALS ARE TRANSPORTED TO THE TRANSPORTATION (SATELLITE) SITE?

_____

D. WHO IS RESPONSIBLE FOR THE SECURITY OF THE TEST MATERIALS AT THE TRANSPORTATION (SATELLITE) SITE? _____

_____

E. HOW LONG DO TEST MATERIALS REMAIN AT THE TRANSPORTATION (SATELLITE) SITE?

_____

F. DESCRIBE MEASURES TAKEN AT THE TRANSPORTATION (SATELLITE) SITE TO INSURE THE SECURITY OF THE TEST MATERIALS: _____

G. ARE TEST MATERIALS INVENTORIED BEFORE AND AFTER TESTING AT THE: TRANSPORTATION SITE? _____ BY WHOM? _____

DOES ANY STAFF MEMBER WHO IS INVOLVED IN GED OR PREGED INSTRUCTION PARICIPATE IN THE ADMINISTRATION OF THE GED TESTS?_____

WHERE ARE GED SCORING TEMPLATES KEPT DURING THE TEST? _____

_____

WHEN AND WHERE ARE GED TESTS SCORED? _____

ARE TESTS RESTRICTED TO 15X USAGE? _____

ARE TEST MATERIALS INVENTORIED BEFORE AND AFTER EACH TEST SESSION AND AT LEAST ONCE A MONTH BETWEEN ADMINISTRATIONS OF THE TEST AS SPECIFIED IN THE EXAM'S MANUAL?

_____

DO EXAMINEES TAKE A BREAK BETWEEN TESTS? _____

WHAT IS THE FOLLOW-UP PROCEDURE FOR "NO-SHOWS" OR CANDIDATES NOT COMPLETING BATTERY?

_____

_____

RECORD KEEPING

WHAT PERMANENT RECORDS ARE MAINTAINED BY THE TEST CENTER? _____

_____

IS A FORM 30 SENT TO ALL SUCCESSFUL GED EXAMINEES? _____

ARE SCORE REPORTS SENT TO UNSUCCESSFUL EXAMINEES? _____

HOW IS DATA FOR THE ATC ANNUAL REPORT COLLECTED? _____

_____

ADDITIONAL COMMENTS: _____

_____

_____

_____

_____ _____

MONITOR'S SIGNATURE DATE:

APPENDIX 2

List of GED Test Centers and Satellite/Transportation Sites

GED Staff

HIGH SCHOOL EQUIVALENCY STAFF

Ruth Derfler	*GED Chief Examiner*
Camille Fantasia	*Credentialing*
Peter Jae	*Support Staff*
Lisa Kelly	*Support Staff*
Trupti Khatri	*GED Clerk/Student Intern*
Rupal Desai	*GED Clerk/Student Intern*

For Information 388-3300 EXT. 626, 636

Frank Shea
GED Administrator

GED Test Centers/Examiners	Transportation Sites/Satellites
BEVERLY **NORTH SHORE COMMUNITY COLLEGE** *1 Ferncroft Road* *Danvers 01923* *(508) 762-4000 x5427* *Anita Turner*	*Essex County House Of Correction* *North Shore Comm.College-Lynn Campus*
BOSTON **BOSTON COMMUNITY CENTERS** *1010 Mass. Ave.* *Boston 02118* *(617) 635-4920* *Janet Nicholas*	*Jackson/Mann Community School* *Allston* *Charlestown Community School* *Charlestown* *Harborside Community School* *East Boston* *Jamaica Plain Community School* *Jamaica Plain* *Perkins Community Center* *Dorchester* *Bunker Hill Community College* *Charlestown* *Roslindale Community Schools* *Roslindale* *Madison Park Community Schools* *Roxbury* *Condon Community School* *South Boston* *Ohrenberger Community School* *West Roxbury* *JOBS FOR YOUTH* *Boston* *Suffolk County Jail* *Boston* *Suffolk County House of Correction* *Boston* *Hyde Park Community Center* *Hyde Park* *Allston-Brighton City Roots* *Brighton* *Dorchester City Roots* *Dorchester*

GED Test Centers/Examiners	Transportation Sites/Satellites
BOSTON (cont'd)	
ADULT LEARNING CENTER 11 A Charles Street Dorchester 02122 (617) 635-9300 Gloria Adomkaitis	Boston High Schol
ROXBURY COMMUNITY COLLEGE 1234 Columbus Avenue Roxbury Crossing 02120-3400 (617) 541-5306 Elizabeth Johnson	
BROCKTON **MASSASOIT COMMUNITY COLLEGE** One Massasoit Boulevard Brockton 02401 (508) 588-9100 x1994 Donna M. Davis	
CLINTON **CLINTON ADULT LEARNING CENTER** 100 West Boylston Street Clinton 01510 (508) 365-4226 Jeanette Hoessel	Clinton High School Atlantic Union College
DOC TEST CENTER **DEPARTMENT OF CORRECTION** P.O. Box 9103 Norfolk 02056-9103 (617) 727-9170/9172 Lawrence Pollard	Bay State Correctional Center Bridgewater Treatment Center Longwood Treatment Center MCI Bridgewater MCI Concord MCI Cedar Junction @ Walpole MCI Framingham MCI Lancaster MCI Norfolk MCI Plymouth MCI Shirley Mass Boot Camp Norfolk County House of Correction North Central Correctional Institution Northeast Correctional Center Old Colony Correctional Center Plymouth County House of Correction Pondville Correctional Center Southeast Correctional Center Southeast Correctional Center Minimum Unit Southmiddlesex Correctional center Hodder House - Framingham

GED Test Centers/Examiners	Transportation Sites/Satellites
FALL RIVER ***BRISTOL COMMUNITY COLLEGE*** *777 Elsbree Street* *Fall River 02720* *(508) 678-2811 x2156* *Joseph Murphy*	
FALMOUTH ***LAWRENCE SCHOOL*** *113 Lakeview Avenue* *Falmouth 02540* *(508) 548-0606* *Howard Campbell*	
FRAMINGHAM ***KEEFE TECHNICAL HIGH SCHOOL*** *750 Winter Street* *Framingham 01701* *(508) 879-5400* *Elizabeth Bruynell*	
GARDNER ***MT.WACHUSETT COMMUNITY COLLEGE*** *444 Green Street* *Gardner 01440* *(508) 632-6600 x173* *Judy Pregot*	*Memorial Middle School, Fitchburg* *Fort Devens Campus* *Haartz Corporation* *Gallagher Junior High* *Leominister High School*
GRAFTON ***GRAFTON HIGH SCHOOL*** *Grafton Ged Testing Center* *24 Providence Road* *Grafton 01519* *(508) 839-6419 aft. 4p.m.* *Maryanne Boberg*	
GREENFIELD ***GREENFIELD COMMUNITY COLLEGE*** *One College Drive* *Greenfield 01301* *(413) 774-3131 x228* *Laima A. Brunner*	*VFW Post* *Hampshire Correctional Facility*

GED Test Centers/Examiners	Transportation Sites/Satellites
HAVERHILL ***NORTHERN ESSEX COMMUNITY COLLEGE*** *100 Elliott Street* *Haverhill 01830* *(508) 374-3800* *John Peroni*	
HOLYOKE ***HOLYOKE COMMUNITY COLLEGE*** *303 Homestead Avenue* *Holyoke 01040* *(413)-538-7000 x320* *Ken White*	
LAWRENCE ***ADULT LEARNING CENTER*** *243 South Broadway* *Lawrence 01840* *(508) 975-5917* *Theresa Martin*	
LOWELL ***LOWELL ADULT EDUCATION PROGRAM*** *408 Merrimack Street* *Lowell 01854* *(508) 937- 8989* *Fred Abisi*	*Middlesex House of Correction*
MARLBORO ***MARLBORO HIGH SCHOOL*** *Bolton Street* *Marlboro 01752* *Karen Sturges* *(508) 460-3616*	
MILFORD ***MILFORD HIGH SCHOOL*** *31 West Fountain street* *Milford 01757* *(508) 478-1139* *George Anderson*	
NANTUCKET ***NANTUCKET HIGH SCHOOL*** *Atlantic Avenue* *Nantucket 02554* *(508) 228-7280* *Robert Frame*	

GED Test Centers/Examiners	Transportation Sites/Satellites
NEW BEDFORD **NEW BEDFORD PUBLIC SCHOOLS** 455 County Street, Room 340 New Bedford 02740 (508) 997-4511 x3454 Rosemary Wilde	New Bedford High School Bristol County Jail & HOC New Bedford
NEWTON **NEWTON PUBLIC SCHOOLS** 360 Lowell Avenue Newtonville 02160 (617) 552-7461 Anncharlene Dresner	
OAK BLUFFS **MARTHA'S VINEYARD REG. H.S.** High School District P.O.Box 1385, Oak Bluffs 02557 (508) 693-1033 ext. 156 John Morelli	
PEABODY **P.R.E.P. CENTER FOR ADULTS** Higgins Junior High School Off Allen's Lane Peabody 01960 (508) 532-1080 Eileen M. Clougherty	
PITTSFIELD **BERKSHIRE COMMUNITY COLLEGE** 1350 West Street Pittsfield 01201-5786 (413) 499-4660 x309 Jean Sible	Berkshire Community College-Great Barrington Adams Community Center Berkshire County House of Correction
QUINCY **QUINCY PUBLIC SCHOOL** 52 Coddington Street Quincy 02169 (617) 984-8817/prep course 984-1655 Richard Haines	
SOMERVILLE **SCALE ADULT LEARNING CENTER** 167 Holland Street Somerville 02144 (617) 625-6600 x 6936 am (617) 625-1335 x 6938 pm Christine Canavan	Boston Secure Treatment,D.Y.S McLean Hospital- Arlington School

GED Test Centers/Examiners	Transportation Sites/Satellites
SPRINGFIELD **OWL ADULT LEARNING CENTER** 18 Gaucher Street Springfield 01109 (413) 787-7210 Raymond V. Pellegrini **SPRINGFIELD TECH.COMMUNITY COLLEGE** One Armory Square Bldg. 17 Springfield 01105-9000 (413) 781-7822 x3374 Joanne Abodeeb	Hampden County House Of Correction
WAREHAM **WAREHAM HIGH SCHOOL** Viking Drive Wareham 02571 (508) 291-3510 x700 Barry White	
WEST BARNSTABLE **CAPE COD COMMUNITY COLLEGE** Route 132 West Barnstable 02668 (508) 362-2131 x357 Vodray Mills	Barnstable County House of Correction
WORCESTER **QUINSIGAMOND COMMUNITY COLLEGE** 670 West Boylston Street Worcester 01606 (508) 854-4226 Barbara A. Macaulay **WORCESTER ADULT LEARNING CTR.** 24 Chatham St., Rm. 211 Worcester 01609 (508) 799-3170 John McGovern	Worcester D.Y.S. Secure Treatment Westover D.Y.S. Secure Treatment Spectrum House Drug Rehabilitation Program Worcester County House of Correction

APPENDIX 3

Sample Waiver Form for Release of GED Test Scores

"Agency Letterhead"

"NAME OF GED TEST CENTER"

To the GED Chief Examiner:

I, _____, do hereby waive my right of confidentiality

by allowing ***"Agency Name"*** to release my GED Scores to:

_____
Agency Name

_____
Agency Address

_____
City/Town, State Zip

Signed:_____
Applicant's Signature

Date: _____

SAMPLE

APPENDIX 4

GED Application Forms

COMMONWEALTH OF MASSACHUSETTS-DEPARTMENT OF EDUCATION
HIGH SCHOOL EQUIVALENCY PROGRAM

GED APPLICATION

PLEASE PRINT CLEARLY AND MAKE LETTERS AND NUMBERS AS SHOWN BELOW:
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 1 2 3 4 5 6 7 8 9 0

NAME: _____
LAST FIRST MIDDLE

ADDRESS: _____
NUMBER STREET APT. #

_____
CITY STATE ZIP CODE

TELEPHONE: ( )

SEX
☐ MALE
☐ FEMALE

SOCIAL SECURITY

REASON FOR TESTING
☐ EMPLOYMENT ☐ FURTHER EDUCATION
☐ MILITARY ☐ OTHER _____

RACIAL / ETHNIC BACKGROUND
☐ WHITE
☐ ASIAN
☐ BLACK
☐ PACIFIC ISLANDER
☐ OTHER

SPANISH ORIGIN OR DESCENT?
☐ YES ☐ NO

MASS RESIDENT ☐ YES ☐ NO

NATIVE LANGUAGE

DID YOU STUDY FOR TEST
☐ INDEPENDENT STUDY ☐ HOME TUTOR
☐ CORRESPONDENCE COURSE
☐ TV COURSE ☐ EVENING CLASS
☐ LEARNING CENTER
☐ OTHER _____

DATE OF BIRTH
MO DAY YR

PLACE OF BIRTH
CITY - STATE / COUNTRY

LAST GRADE COMPLETED: _____

DATE WITHDREW FROM SCHOOL: _____ LAST SCHOOL ATTENDED: _____

HAVE YOU REGISTERED PREVIOUSLY FOR THE GED TEST? ☐ YES ☐ NO

IF YES, WHEN _____ WHERE _____

Special accommodations are available to any person who has a documented physical or learning disability. Please consult with the Chief Examiner for information.
I hereby certify, subject to the penalty for perjury, that the information given on this application form and on any attachments is true to the best of my knowledge and belief.

PROCESSING FEE IS NOT REFUNDABLE

_____
SIGNATURE OF APPLICANT DATE

OFFICIAL REPORT OF TEST RESULTS (FOR GED TEST CENTER USE ONLY)

NAME OF CENTER: _____

ADDRESS: _____

Final Test Scores

	Test Date	Form	Standard Score	Percentile Rank for U.S.
1-English (Writing Skills)				
2-Social Studies				
3-Science				
4-Literature (Reading Skills)				
5-Mathematics				
TOTAL STANDARD SCORE				
AVERAGE STANDARD SCORE				

VERSION USED
[ ] ENGLISH [ ] SPANISH
[ ] FRENCH

_____
Signature of Chief Examiner

DATE: _____

(FOR DOE USE ONLY) DATE PAID _____ *RECEIPT #* _____ *DIPLOMA ISSUED* _____

COMMONWEALTH OF MASSACHUSETTS-DEPARTMENT OF EDUCATION
PROGRAMA DE EQUIVALENCIAS PARA ESCUELA SECUNDARIA

SOLICITUD DE GED

ESCRIBA EN LETRA DE IMPRENTA Y UTILICE LAS LETRAS Y NÚMEROS TAL COMO SE INDICAN A CONTINUACIÓN:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 1 2 3 4 5 6 7 8 9 0

NOMBRE: _____
APELLIDO PRIMER NOMBRE SEGUNDO NOMBRE

DIRECCIÓN: _____
NÚMERO CALLE Nº DE DEPTO.

_____
CIUDAD ESTADO CÓDIGO POSTAL

TELÉFONO: ( )

SEXO
☐ MASCULINO
☐ FEMENINO

NÚMERO DE SEGURO SOCIAL

RAZÓN POR LA QUE DESEA TOMAR EL EXÁMEN
☐ EMPLEO ☐ EDUCACIÓN ADICIONAL
☐ MILITAR ☐ OTRO_____

TRASFONDO RACIAL/ÉTNICO
☐ BLANCO
☐ ASIÁTICO
☐ NEGRO
☐ ISLENO DEL PACÍFICO
☐ OTRO

¿ES USTED DE DESCENDENCIA U ORIGEN ESPAÑOL?
☐ SI ☐ NO

¿RESIDENTE DE MASSACHUSETTS?
☐ SI ☐ NO

IDIOMA NATIVO

¿CÓMO SE PREPARÓ PARA EL EXAMEN?
☐ ESTUDIO INDEPENDIENTE
☐ TUTOR PARTICULAR
☐ CURSO POR CORRESPONDENCIA
☐ CURSO DE TELEVISIÓN ☐ CLASES NOCTURNAS
☐ CENTRO DE APRENDIZAJE
☐ OTRO _____

FECHA DE NACIMIENTO
MES DÍA ANO

LUGAR DE NACIMIENTO
CIUDAD - PROVINCIA. ESTADO/PAÍS

¿ÚLTIMO GRADO COMPLETADO? _____

¿FECHA EN QUE ABANDONÓLA ESCUELA? _____

¿ULTIMA ESCUELA A LA QUE ASISTIÓ? _____

¿AHA SOLICITADO TOMAR EL EXAMEN ANTERIORMENTE PARA OBTENER EL DIPLOMA GED? ☐ SI ☐ NO

SI LO TOMÓ, ¿CUANDO? _____ DÓNDE? _____

Se dispone de acomodación especial para aquellas personas que tengan una documentada incapacitación física o de aprendizaje.
Por favor consulte con el Jefe Examinador para más información.
Declaro, bajo pena de perjurio, que la información arriba proporcionada en este formulario de solicitud y en otros adheridos es veradera, según mi mejor conocimiento y parecer.

COSTO DE MATRICULACIÓN NO ES REEMBOLSABLE

_____
FIRMA DEL SOLICITANTE FECHA

FICIAL REPORT OF TEST RESULTS (FOR GED TEST CENTER USE ONLY)

NAME OF CENTER: _____

ADDRESS: _____

Final Test Scores

	Test Date	Form	Standard Score	Percentile Rank for U.S
1-English (Writing Skills)				
2-Social Studies				
3-Science				
4-Literature (Reading Skills)				
5-Mathematics				
TOTAL STANDARD SCORE				
AVERAGE STANDARD SCORE				

_____
Signature of Chief Examiner

DATE: _____

R DOE USE ONLY) DATE PAID _____ RECEIPT #_____ DIPLOMA ISSUED _____

THE GENERAL EDUCATIONAL DEVELOPMENT TESTING SERVICE

OF THE AMERICAN COUNCIL ON EDUCATION

The Center for Adult Learning and Educational Credentials

Application for Tests of General Educational Development

(GED)

Date _____ Center Identification number _____

Testing Center address _____

_____

Test Examiner Signature: (TCO/ATCO): _____

Applicant Information

Applicant's full name: _____
(please print) last first middle

Applicant's address _____

Date of birth _____ Social Security Number _____

Please check your filing status and test edition desired below:

Note: GED Test 6, the test used in conjuction with the Spanish Test edition for those states that require it for issuance of the State Credential, must be ordered in addition to the complete Spanish battery at a cost of $6.00.

Filing Status

- ❑ Military
- ❑ Civilian Dependent
- ❑ Canadian
- ❑ Civilian

• With appropriate medical verification of need examinees may apply for test in braille, large print or audio cassette editions.

Test Edition •

- ❑ English
- ❑ Spanish
- ❑ Canadian
- ❑ Large Print
- ❑ Spanish with Test 6
- ❑ French

Is this a Retest? yes ❑ or no ❑ If yes, which form(s) were previously taken:

1. _____ 2. _____ 3. _____ 4. _____ 5. _____

6. _____ 7. _____ 8. _____ 9. _____ 10. _____

FM 200-MC/Revised 4/91

One Dupont Circle, Washington, D.C. 20036-1163 (202) 939-9490

APPENDIX 5

State Agencies Approved for Waiver of State Registration Fees

Massachusetts High School Equivalency Program Policies and Procedures

Agencies Eligible for Waiver of State Registration Fees

Massachusetts Department of Correction
{Does Not Include County Houses of Correction}

Department of Public Welfare

Department of Social Services

Division of Youth Services

Massachusetts Commission for the Blind

Massachusetts Commission for the Deaf
and Hard of Hearing

Secretary of Human Services

"Agency Letterhead"

Date:_____

To The GED Chief Examiner:

I,_____ do hereby certify that _____ is a client of

"Agency Name" and is eligible to take the GED tests without the payment of the usual required registration fee.

Sincerely,

"Agency Representative"
Title
Telephone

INSTRUCTIONS

1. Form must contain "original signature" of qualified agency representative.

2. Candidate must be receiving services, benefits, etc. at the time of application.

3. Please submit original to HIGH SCHOOL EQUIVALENCY UNIT, Department of Education, 350 Main Street, Malden, MA 02148-9120

4. This waiver applies only to the Massachusetts registration fee. Other fees may not be waived. Please refer to page four section IV of the Massachusetts Supplement to the GED Examiners Manual.

SAMPLE

APPENDIX 6

Disclosure Form for Applicants Under Age 22

The Commonwealth of Massachusetts
Department of Education

350 Main Street, Malden, Massachusetts 02148-5023

Telephone: (617) 388-3300
TTY: N.E.T. Relay 1-800-439-2370

Massachusetts High School Equivalency Diploma Program

Special Education Disclosure Form

For Applicants Under 22 Years of Age

Dear Applicant:

Please be advised that once you pass the GED Tests and earn a Massachusetts High School Equivalency Diploma you will not be eligible for special education services that you may be guaranteed under Chapter 766 of the Massachusetts General Laws and the Federal Individuals With Disabilities Education Act. Since you are under the age of 22 and you do not have a high school diploma you may be eligible for special education services under each of these laws. Each of these laws also includes protections so that you have a right to services such as physical therapy, occupational therapy etc. Successful completion of the GED Test will end your right to services under both of these laws.

We advise you to consult with your parent(s) or guardian, someone at your high school , and if applicable, talk to your local school district special education director before taking this step. Please consider that you will be making an important decision by giving up all of your rights under federal and state special education laws.

In addition, the different branches of the military *may not* permit GED graduates to enlist, and if they do, they will generally offer fewer options to you.

_____ _____

Print Applicant's Name Date

_____

Signature of Applicant or Parent/Guardian

***** **This document may be signed by either the applicant, his/her parent or legal guardian if applicable.** *****

{copy to the applicant; original to be kept on file at the GED Testing Center.
Form revised 11/01/93}

The Commonwealth of Massachusetts
Department of Education

P.O. Box 9120
350 Main Street
Malden, Massachusetts 02148-9120

Telephone: (617) 388-3300
TTY: N.E.T. Relay 1-800-439-2370

Programa para la Obtención del Diploma de Equivalencia de Estudios Secundarios en Massachusetts

Formulario de Declaración para Educación Especial

Para Solicitantes de 22 Años de Edad o Menores

Apreciado Solicitante:

Por favor tenga presente que una vez pasados los exámenes de GED y obtenido el Diploma de Equivalencia para Estudios Secundarios usted ya no será elegible para los servicios educativos especiales que pueden ser garantizados bajo el Capítulo 766 de las Leyes Generales de Massachusetts y la Ley Federal de Educación para Individuos Incapacitados. Puesto que su edad es de 22 años o menor y que no dispone de un diploma de estudios secundarios, usted podría ser elegible para servicios educativos especiales según cada una de estas leyes. Además, estas leyes otorgan protecciones que permiten la obtención de tales servicios como terapia física, terapia ocupacional, etc. La culminación exitosa y favorable del Exámen GED anulará su derecho a los servicios garantizados por estas dos leyes.

Sugerimos que consulte con su(s) padre(s) o custodio, alguien en su escuela secundaria, y si correspondiera, con el director de educación especial de su distrito escolar local antes de seguir adelante con èste paso. Asimismo considere por favor, que va a estar haciendo una decisión importante al abandonar todos los derechos que las leyes estatales y federales otorgan para educación especial.

Además, las distintas armas de las fuerzas armadas *podrían no* permitir que los graduados de GED se alisten, y si así fuera, lo harían pero ofreciendole menos opciones.

_____ _____

Nombre Impreso Fecha

_____

Firma

*****Este documento puede ser firmado por el solicitante, su padre/madre o custodio legal si correspondiera*****

{copia para el solicitante; original para ser conservado en archivos del Centro de Exámenes GED.
Formulario revisado el 01 Nov 1993}

APPENDIX 7

Massachusetts GED Identification Form

The Commonwealth of Massachusetts
Department of Education

P.O. Box 9120
350 Main Street
Malden, Massachusetts 02148-9120

Telephone: (617) 388-3300
TTY: N.E.T. Relay 1-800-439-2370

Commonwealth of Massachusetts
High School Equivalency Test
Applicant Identification Form

(Please use this form if an applicant is unable to produce positive photographic identification.)

Name of Applicant:_____ **SS#:**_____

Height: _____ **Ft.** _____ **In.** **Weight:** _____ **Lbs.**

Eye Color: _____ **Hair Color:** _____

Date of Birth: _____ **Sex:** _____

To the GED Chief Examiner:

The applicant described above is known to me and has completed the above information in my presence. He/she is the individual named above.

Signature of Applicant: _____ **Date:** _____

Verifying Signature: _____ **Date:** _____

I am the person whose description and signature appear above. I am signing this document in the presence of test center staff on the day of registration. I understand that I am signing this statement under the penalities of perjury.

Signature of Applicant: _____ **Date:** _____

[This section is only to be completed in the presence of GED Test Center Staff]

GED Applicant Id. Approvd 4/1/93

Please see reverse side for instructions for completing this form.

Instructions

1. This form is to be used by those applicants who, for whatever reason, are unable to obtain approved identification forms with a picture.

2. If the applicant is under the age of nineteen this form must be accompanied by the notice of withdrawal from high school and the same person verifying the applicants withdrawal may complete the verification.

3. If the applicant is nineteen or older the verification section may be completed by the director of the preparation program that the applicant is enrolled in, a member of the clergy who is familiar with the applicant, the applicants social worker, or counselor, a notary public or any other individual acceptable to the GED State Administrator or his designate.

4. Completed form must be returned to the Chief Examiner of the test center to which you are applying prior to taking any GED tests.

5. All disputes and disagreements regarding the use of this form shall be settled by the GED State Administrator.